



**A report must be filed even if no wages are paid.** Instructions for completing this form are online at <http://uid.dli.mt.gov/employers> or call 406-444-3834. File online at [UleServices.mt.gov](http://UleServices.mt.gov) . **If paying by check, please use attached voucher.**

**Step 2. Unemployment Insurance Employee Wage Listing** ☐ Check here if wage listing is attached.

Step 3. Calculate Tax		State Unemployment Insurance Tax		Step 4. Number of UI Employees
1. Total wages paid this quarter	>			Number of covered workers who worked during, or received pay for the payroll period that includes the 12 <sup>th</sup> day of the month:  1 <sup>st</sup> month _____  2 <sup>nd</sup> month _____  3 <sup>rd</sup> month _____
2. UI total tax rate				
3. Total tax (multiply line 1 times line 2)				
4. Credits (overpayment from prior quarters)				
5. Adjustments to prior quarters (attach explanation)				
6. Balance due (line 3 – line 4 +/- line 5 -- see instructions)				
7. Penalty and interest due, if you file late				
8. Payment enclosed (line 6 +7)	>			
<b>Make Check Payable to Unemployment Insurance Division</b>				

**Step 5. Signature.** Sign and make a copy of this form for your records. Mail your report, additional wage listings and payment by the due date above, even if no wages are paid or tax is due. Question? Call (406) 444-3834.

Mail to: Unemployment Insurance Contributions Bureau PO Box 6339 Helena MT 59604-6339	<i>I certify the information on this report is true and correct.</i>			Date:	
	Authorized Signature	Title	Telephone Number	Name/Title of Contact Person	Telephone No